



### Reference Form

Applicant Name: \_\_\_\_\_

To be completed by the reference:

In what capacity do you know this applicant?

How long have you known this applicant?

Please rate the applicant's ability and competence in comparison with other individuals whom you have known.

	Exceptional (Top 1%)	Outstanding (Upper 10%)	Average (Upper 50%)	Below Average (Lower 50%)	Inadequate knowledge to rank
Adaptability					
Ability to follow instructions					
Ability to work under pressure					
Ability to handle negative or constructive feedback					
Communication skills- oral					
Communication skills- written					
Emotional maturity					
Initiative					
Motivation					
Integrity					
Interpersonal skills					
Punctual					
Dependable					

We understand that no one is perfect. What are the applicant's three (3) key areas for improvement?

What three (3) of the applicant's greatest strengths?



Please indicate your overall endorsement of the applicant:

☐ Recommend Highly

☐ Recommend

☐ Recommend with reservation

Your name: \_\_\_\_\_ Position/Title: \_\_\_\_\_  
(please print)

Organization: \_\_\_\_\_  
Department Institution

Address: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Thank you for providing this valuable information!